

PPROM
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8 January 1981

ODP # 81-114

MEMORANDUM TO: Director of Personnel Policy, Planning
and Management
Director of Data Processing

VIA: Inspector General

FROM: [REDACTED]
Chief, Audit Staff

SUBJECT: Audit of PERSIGN

1. The Audit Staff has scheduled an audit of the computerized application PERSIGN to begin approximately 19 January 1981. The target date for completion is late March 1981. The audit will include a review of system design, testing and operation to determine the adequacy of manual and automated controls.

2. The audit team will consist of three or four members of the Information Systems Audit Division. [REDACTED] will be the supervising auditor. Members of my staff will contact you to discuss matters of mutual interest prior to the start of the audit. We have previously contacted the ODP project leader for PERSIGN to obtain limited amounts of documentation to assist us in planning the audit.

3. Please indicate your concurrence by signing and returning a copy of this memorandum.

[REDACTED]

CONCUR:

[REDACTED]

Director of Personnel Policy,
Planning and Management

(signed)

[REDACTED]

Director of Data Processing

Distribution:

Orig. - Signatures & Return
✓ - Addressees

25 JAN 1981

Date

26 JAN 1981

Date

STAT

Approved For Release 2003/12/03 : CIA-RDP84-00933R000100290013-8

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Explanatory Notes

Subject: Self-explanatory - include ODP number if applicable.

Purpose: What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend \$100M," "Comply with periodic reporting requirements," etc.

Action Officer: Name, organization, extension.

References: List of pertinent references. Copies should be attached in order listed.

Resource Package and Costs: Identify the Resource Package and total costs for each fiscal year if the action involves funds.

Routing: Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

Discussion: Narrative discussion of action - what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

Signature of Action Officer: Sign and date form.

Classification: Mark at the top and bottom of page, as appropriate.